

**Franklin County Board of Commissioners
Classification Specification & Job Description**

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| <u>CLASSIFICATION TITLE:</u> Fiscal Support Analyst | <u>CLASS NUMBER:</u> 60206 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Office on Aging | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 120 |
| <u>BARGAINING UNIT:</u> AFSCME | <u>PAY GRADE:</u> A6 | <u>POSITION CONTROL #:</u> Varies |
| <u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (111100) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Fiscal Support Analyst classification is to handle the responsibility for the day-to-day finance activities such as accounts receivable, accounts payable, billing, payments, and service audits to support the operations of the office.

JOB DUTIES:

Verify, authorize, and approve payment invoice by vendor. Monitor daily sign offs from providers to process invoices. Research lost emergency response systems and pendants. Enter invoices into auditor’s database. Create and modify statistical spreadsheets, charts, and forms of expenses, revenues, workshops, tuition reimbursements, individual reimbursements, and payroll accrual usages. Maintain and audit hard copy files of revenues, expenses, forms, personnel files, timesheets, reports and correspondence. Verify expenditures. Process and verify telephone usage. Maintain, order, and inventory distribution of county parking garage and lot token notes. Receive checks and monies, and prepares deposits. Complete billing change forms and any other necessary changes. Serve as liaison with providers, vendors and department. Process agency payroll upon authorization. Ensure delivery of forms, reports, invoices, fiscal forms, etc. to appropriate parties. Maintain inventories. Perform clerical duties related to fiscal operations.

Review client service units before closure of accounting period. Process month end reports. Compile information for complete monthly actual for budget recording purposes. Maintain, order and inventory supplies, furniture, and equipment. Research and resolve unclaimed funds. Issue refunds for overpayments. Travel to various provider organizations to conduct routine and non-routine comprehensive monitoring and/or service audits. Provide results and/or plan of action. Process and track billings. Prepare and mail invoices. Process payments and deposits. Maintain usage of office copier. Implement department policies and procedures as needed. Assist with interview process. Monitor finances for charity events. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of bookkeeping; accounting; agency policy and procedures; interviewing. Skill in word processing; equipment operation. Ability to apply principles to solve practical, everyday problems; understand somewhat abstract field of study; add, subtract, multiply and divide whole number; calculate fractions, decimals and percentages; copy records precisely without error; maintain accurate records; complete routine forms; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; sort items into categories according to established methods; gather, collate and classify information about date people or things; work alone on most tasks; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in accounting or related field with two (2) years of accounting, finance, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date